

The Village Hall

MILBORNE ST ANDREW

Notes of the Trustees' Committee Meeting Oct 23rd 2019, at 7.30pm in the Committee Room

Present: Pam Shults, Ian Karley, Sarah Ryan, Linda Wright, Ed Frost, Rose Frost, Sandie Sach, Jenny Balcon, Sue Dawson, Alison Riddle

1. **Apologies for absence:** Eric Crichton, Paul Tasker, Gren Davis
2. **Minutes of the previous meetings and matters arising:**
The minutes of the previous meetings were approved.
Matters arising and action points are dealt with under the appropriate headings below.
3. **Correspondence and communications:**
Pam saw Mr McLean this evening and subsequently received an email from Mrs McLean about the fencing which she read to us.
4. **Finance**
Ed had previously sent us the monthly summary. There is nothing untoward. The kitchen sink had been repaired and some money had been spent on the top field. It looks as though income and expenditure are well balanced at the moment.
5. **Management**
 - **Ladybirds:** Pam reported that she and Sarah had met Paul Tasker. Ladybirds would like to offer more hours, and so he was checking that this would be possible from our end. Wednesdays and Thursdays would be a problem because of regular things happening in the Hall, but they would probably start with just 3 longer days a week anyway.
 - **Bar:** We discussed whether we should offer a paid-for bar and bar staff in future for private parties. We decided that if people book the bar, then they should not be allowed to bring their own alcohol, but that, for now, there should not be a charge. ACTION ALISON TO MAKE THIS CLEAR WHEN PEOPLE BOOK
 - **Car Park:** Alison has not yet heard back from the lady about the bollard. Ian had not been able to find an off the shelf gate – one would have to be custom made which would be pretty expensive. As we haven't had complaints recently and there have not been so many cars parked, we decided to leave it for now but write something in the Reporter. ACTION LINDA
 - **CIO Transfer of Assets:** Sandie has tried and failed to find the originals of our Trust Deeds. A solicitor in Bradford was mentioned. Pam will contact Eric and former committee members to see if they know where they are, and also the solicitor who is helping us, to find out what we should do if we can't find them. ACTION PAM

Safety and Business Risk: action points from last time:

- Ed has checked and we are not responsible for interruption to business. Ed has therefore composed something to add to our Terms and Conditions, making this clear. We approved and it will be added. ACTION ED
- Jenny Balcon has agreed to be Deputy Treasurer and her appointment was confirmed by the committee.
- Alison doesn't want another phone and is happy with the situation as it is; Sandie is prepared to deputise as Booking Secretary if necessary.
- Sandie spoke to Roy who said that the checks used to take him at least 2 hours a month, but it would depend on what was wanted. Sue said it would be a good idea to have regular checks, from the point of view of insurance. Ian identified electrical stuff, the play park, and anything broken inside or out. ACTION ALL, TO FIND SOMEONE AND LINDA TO WRITE IN THE REPORTER

Anti-Social Action Policy: Pam had sent this to us all. We all agreed with it and Pam and Sue offered to have their phone numbers on the policy. ACTION PAM

6. Maintenance

- **Fencing:** Gren had sent us all Minter's quote for fencing which is very expensive. We decided that the fencing at Mr Hopper's end is not a priority. We felt that the measures in place at the moment are reasonable and that almost £12,000 is too much for a fence that still won't stop all the balls, although, if others wanted to raise the funds for this, that would be ok. A maintenance person could make sure the netting was re-tightened when necessary. We discussed the efficacy of putting more trees along the road. Pam will write to the McLeans. ACTION PAM
- **Bins:** the Frog Bin is in place but Kelly has told Pam that another is falling apart. ACTION SUE
- **Grass cutting:** Ed reminded us that the PC has been investigating contracts for grass cutting which would include us amongst other parts of the village. There was unanimous approval for this. Pam suggested that the top field should be included. Sarah said that the top field was not a simple matter of strimming or mowing and that what was so good about Paul David was that he saw what was needed and was prepared to do it. It was agreed to ask that Paul David be asked to tender for the job. ACTION PAM/ED
- **Swing seat:** Gren had sent an email saying that we would need a new chain and bolt set for both swings, but Ian says that we have the chains. ACTION PAM TO CHECK WITH GREN
- **Trees:** have all been dealt with.
- **Zip wire:** Sarah had contacted Playdale, as the Play Inspection Company had said they could not inspect the zip wire seat or cable without dismantling them and this would have to be done according to the manufacturer's instructions. Playdale have said that they don't offer a dismantling service. Sandie suggested we find out what others do. ACTION SANDIE
- **CCTV:** Ian said that this was progressing but that the weather had been against us. He hopes to get it done this weekend ACTION IAN
- **Curtains and blinds:** Ian is still having curtain issues but hopes to do the blinds on Sunday ACTION IAN
- **Kitchen urns:** the old one is now working but the new one still has a problem. Ian has been given a price of £80 to sort it out which is cheaper than getting a new one. We agreed to this. ACTION IAN
- **Floor polishing**

Alison would be happy to do it if taught how. Sue asked two people to come to look at the floor but only one did. He sent in a very expensive quote and pointed out that the floor is very damp near the new doors. He also said that the floor should be buffed every month.
ACTION IAN, ALISON AND SUE

7. Forthcoming events:

- There will be an Artsreach theatrical event for children and families on Wed Oct 30th.
- On November 29th there will be an Artsreach event: 'Forget-Me-Not, the Alzheimer's Who-dunnit'. Sue and Linda will do the bar.
- The next film night is 'Wild Rose' on Friday Nov 8th. Jenny and Sandie will do the bar.
- Blues Night Oct 26th. Linda and Sandie will do the Bar.
- Food and Wine on Saturday
- Village Lunch on Friday

9. Additional reports from user groups/ AOB:

- Alison was asked to tell Chris Baker, who has the Hall on Sundays, that the chairs need to be put back properly. ACTION ALISON
- Ian said that the fire doors are still being left open.
- Alison told us that the Beavers and she had not been able to find a time that would work and they have now gone up to the Sports Centre.
- Pam said that she had ordered a wreath for Remembrance Sunday; we all approved.
- For the Reporter: parking; looking for/to employ a maintenance man; business risks; fencing; plans to polish the floor regularly ACTION LINDA

10. Future meetings:

All meetings at 19.30 in the Committee Room unless specified:
Nov 27; 2020 Jan 22, Feb 26, Mar 25, Apr 22

The meeting finished at 9.32 pm

Standing Business Schedule

Meeting	Main Business
January	Set Budget and Rents
March	Agree Annual Report
April	AGM
May	Agree Year Plan / actions from AGM
July	Review Safety & Business Risks Undertake Safety Risk Assessment
November	Consider DRAFT Budget (for following year) / take user views

Milborne St Andrew Village Hall				
Accounts at end of October 2019			This month	
Balances at end of September 2019			Income	
Santander	£ 26,170.10		Rent	£ 3,390.78
Nationwide	£ -		Films, etc	£ 168.50
Petty cash	£ 65.09		Fund raising	£ 71.00
TOTAL at end of last month	£ 26,235.19		Bar	£ 561.50
			Donations	£ 137.00
			Grants	£ -
				£ 4,328.78
Balance at bank (end of last month)	£ 26,170.10		Expenditure	
Deposits this month	£ 4,328.78		Utilities	£ 118.06
Payments this month	£ 1,398.06		Insurance	£ -
TOTAL Santander	£ 29,100.82		Misc licences	£ 353.14
add Nationwide	£ -		IT costs	£ 21.00
add Petty cash	£ 65.09		Sundries	£ 12.00
Grand TOTAL this month	£ 29,165.91		Cleaning	£ 430.46
			Repairs & decs	£ 130.00
			Capital spend	£ -
			Film costs	£ 99.60
			Fund raising	£ -
			Bar	£ 233.80
				£ 1,398.06
Difference (Income - Expenses)	£2,930.72		Difference	£2,930.72
Milborne St Andrew Village Hall				
Year to date accounts at end of October			This year so far	
Balances (end of 2018)			Income	
Santander	£ 30,902.95		Rent	£ 12,498.64
Nationwide	£ -		Films, etc	£ 1,111.00
Petty cash	£ 65.09		Fund raising	£ 71.00
TOTAL at start of year	£ 30,968.04		Bar	£ 2,180.30
			Donations	£ 441.20
			Grants	£ 1,161.33
				£ 17,463.47
Balance at bank (end of December 2018)			Expenditure	
Santander at end of 2018	£ 30,902.95		Utilities	£ 1,821.03
Deposits this year	£ 17,463.47		Insurance	£ 2,330.95
Payments this year	£ 19,265.60		Misc licences	£ 544.48
Current balance at Santander	£ 29,100.82		IT costs	£ 210.00
Nationwide	£ -		Sundries	£ 388.53
Petty cash	£ 65.09		Cleaning	£ 3,031.30
CURRENT GRAND TOTAL	£ 29,165.91		Repairs & decs	£ 8,858.28
			Capital	£ 131.36
Reserved for Playpark development	£ 7,069.61		Film costs	£ 891.00
Available for Village Hall	£ 22,096.30		Fund raising	£ 147.00
			Bar	£ 911.67
				£ 19,265.60
Difference (Income - Expenses)	-£1,802.13		Difference	-£1,802.13
Commentary				
Alcohol and Music Licences paid this month				
Donations to cover cost of broken window				